



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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March 9, 2007

To: PROJECT DIRECTOR
Homeless Youth and Exploitation (HX) Program

Subject: REQUEST FOR APPLICATION (RFA)

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Homeless Youth and Exploitation (HX) Program Request for Application (RFA). This program is made available through the State's Victim/Witness Assistance and State general funds. The total program funding level for the HX Program for Fiscal Year (FY) 2007/2008 is anticipated to be \$1,117,500.

The projects funded in FY 2006/2007 are the only ones eligible to apply for continuation funding. The specific funding amount for each project is provided in the RFA. The grant period will begin July 1, 2007 and end on June 30, 2008. Please note: continuation funding for this FY is contingent on passage of the State Budget Act, availability of funds, successful project performance, and compliance with the grant award agreement.

To receive continued funding in FY 2007/2008, it is necessary to complete and return the enclosed application package by **Wednesday, April 18, 2007**. Instructions for sending or hand delivering the application are included in the RFA.

Should you have questions, please contact Helen Alexander at (916) 322-2243 or by email at: Helen.alexander@oes.ca.gov.

Sincerely,

GILLSA MILLER, Chief
Children's Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HOMELESS YOUTH AND EXPLOITATION PROGRAM
REQUEST FOR APPLICATION**

TABLE OF CONTENTS

[Printable Version](#)

I. [RFA INFORMATION](#)

A. INTRODUCTION	1
B. CONTACT INFORMATION	1
C. APPLICATION DUE DATE	1
D. ELIGIBILITY	2
E. FUNDS	2
F. PROGRAM INFORMATION	2
G. PREPARING AN APPLICATION	9

II. [INSTRUCTIONS](#)

A. PROJECT NARRATIVE	10
1. Problem Statement	10
2. Plan and Implementation	10
B. PROJECT BUDGET	11
1. Budget Narrative	13
2. Specific Budget Categories	13
C. APPLICATION APPENDIX	15

III. [ADDITIONAL INFORMATION](#)

A. FINALIZING THE GRANT AWARD AGREEMENT	16
1. Standard Project Funding Authority	16
2. Processing Grant Awards	16
B. ADMINISTRATIVE REQUIREMENTS	17
1. The <i>Recipient Handbook</i>	17
2. Internet Access	17
3. Progress Reports and Data Collection	17

4.	Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201)	17
5.	Technical Assistance/Site Visits	17
6.	Monitoring Requirements	18
7.	Bonding Requirements	18
8.	Audit Requirements	18
9.	Copyrights, Rights in Data and Patents	18
10.	Source Documentation	18
C.	BUDGET POLICY	19
1.	Supplanting Prohibited	19
2.	Project Income	19
3.	Contracts and Procurement	19
4.	Match Policies	19
5.	Travel Policies	20
6.	Participating Staff	21
7.	Consultant Services	21
8.	Facility Rental	22
9.	Rented or Leased Equipment	23
10.	Indirect Costs/Administrative Overhead	23
11.	Audits	23
12.	Equipment	23
13.	Prohibited Expense Items	24
D.	GLOSSARY OF TERMS	26

- IV. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

GRANT AWARD FACE SHEET AND INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) - Without Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT

NON-COMPETITIVE BID CHECKLIST

OTHER FUNDING SOURCES

PRIOR, CURRENT, AND PROPOSED OES FUNDING

PROJECT SERVICE AREA INFORMATION

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HOMELESS YOUTH AND EXPLOITATION PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook Appendices and Forms."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Helen Alexander
Direct: (916) 322-2243
Fax: (916) 324-8554
Helen.alexander@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Wednesday, April 18, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HOMELESS YOUTH AND EXPLOITATION PROGRAM RFA, Children's Section

2. Hand delivered by **5:00 p.m. on Wednesday, April 18, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HOMELESS YOUTH AND EXPLOITATION PROGRAM RFA, Children's Section

D. ELIGIBILITY

To be eligible to receive funding for the Homeless Youth and Exploitation (HX) Program, the recipient must be one of the four agencies which received funding for the HX Program during Fiscal Year (FY) 2006/2007. Specifically, for the purpose of this RFA, the recipients eligible to apply for funding are: San Diego Youth & Community Services, Inc. – San Diego, Children's Hospital, Los Angeles – Los Angeles, Larkin Street Youth Services – San Francisco, and Bill Wilson Center – Santa Clara.

E. FUNDS

1. Grant Award Period

Funding for this application is for a twelve (12) month period. The grant period will begin on July 1, 2007 and end on June 30, 2008.

2. Funding Levels

Grant funding is contingent upon the FY 2007/2008 State Budget Act being passed by the Legislature and signed by the Governor. OES does not have authority to disburse funds until the State budget is passed and the Grant Award Agreement is fully executed. Until such time, the recipient must refrain from incurring expenditures. Expenditures incurred prior to authorization are made at the recipient's own risk. When the executed grant is received by the recipient, authorized expenditure reports (OES 201s) may be submitted for reimbursement of grant funds.

If during the term of the grant award the funds appropriated for the purpose of the grant award are reduced or eliminated by the California Legislature, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs incurred by the recipient to the extent funds are available for payment of such costs.

The FY 2007/2008 Governor's Proposed Budget is anticipated to contain \$1,117,500 in State Victim Witness Assistance and State general funds for the continuation funding of the Homeless Youth and Exploitation (HX) Program. The specific funding amount for each recipient is provided in Part II, Section B: Project Budget, of this RFA.

F. PROGRAM INFORMATION

1. History and Purpose

In 2002, the former Governor's Office of Criminal Justice Planning (OCJP), the administrative agency for the Child Sexual Exploitation Intervention Program and the Homeless Youth Emergency Services Program, combined these two programs to create the Homeless Youth and Exploitation Program. This programmatic change was made due to a formal recommendation by the State Advisory Committee (SAC) on Sexual Assault Victim Services, which pursuant to Penal Code Section 13836, provides oversight over grants administered by the former OCJP (the administrative duties are now under OES) for local rape, exploitation, and child sexual abuse victim counseling centers and prevention programs.

The Homeless Youth and Exploitation Program encompasses the requirements of Welfare and Institutions Code Section 13700 et seq. and Penal Code Section 13837.

The Homeless Youth and Exploitation Program is a comprehensive program to help homeless youth exit street life. Pursuant to Government Code Section 11139.3 (e), a “Homeless Youth” means one of the following:

- a. A person who is at least 18 years of age, but not older than 24 years of age, and meets one of the following conditions: (i) is homeless or at risk of becoming homeless; (ii) is no longer eligible for foster care on the basis of age; (iii) has run away from home.
- b. A person who is less than 18 years of age who is emancipated pursuant to Part 6 (commencing with Section 7000) of Division 1 of the Family Code and who is homeless or at risk of becoming homeless.

Services provided under this program include: access to food, shelter, counseling, outreach services, referrals to other agencies, screening for basic health needs, and long-term stabilization planning. In addition, the program provides specialized services for youth involved in sexual exploitative activities. A youth is sexually exploited if he/she has engaged in survival sex, and is a male or female up to age eighteen years old who exchanges sexual favors for money or other payment; this includes trading sexual favors for shelter, clothing, or other goods and services. Also included are youth involved in commercial exploitation such as stripping or pornography.

2. Statutory Authority

State General Funds

State General Funds were first appropriated to the former OCJP to provide services to homeless youth as a part of the Homeless Youth Act of 1985, through Assembly Bill 1596 (Chapter 1445 of the Statutes of 1985). Senate Bill 507 (Chapter 288, Statutes of 1988) extended the Homeless Youth Act of 1985 permanently, deleting the reference to pilot projects.

Victim/Witness Assistance Funds

Legislation passed in 1979, Senate Bill 383 (Chapter 713, Statutes of 1979), providing a person convicted of a crime of violence in California would pay a fine commensurate with the offense in addition to other penalties. These funds would be deposited into the Indemnity Fund of the State Treasury.

In 1981, Assembly Bill 698 (Chapter 166, Statutes of 1981) created in the State Treasury a Victim/Witness Assistance Fund to be dispensed by the former OCJP. Assembly Bill 698 mandated funding for rape crisis centers and victim/witness assistance centers be provided from this fund.

Assembly Bill 1485 (Chapter 1092, Statutes of 1983) increased the size of the fund by increasing penalty assessments.

Senate Bill 588 (Chapter 1062, Statutes of 1981) amended Section 13837 of the Penal Code to authorize the former OCJP to provide grants to proposed and existing local child sexual abuse and child sexual exploitation counseling centers and prevention programs.

In 1982, the first legislative appropriation was made from the Victim/Witness Assistance Fund to implement the statute. The appropriation funded child sexual abuse prevention programs. Additional funds were allocated in FY 1987/1988 to provide services to child sexual exploitation victims. State General Funds were also appropriated for the program in 1987.

3. Advisory Committee

The State Advisory Committee (SAC) on Sexual Assault Victim Services per Penal Code Section 13837 has oversight of the Homeless Youth and Exploitation Program sexual abuse exploitation component, in the following ways:

- The advisory committee shall approve grants provided by this chapter;
- The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before funds are allocated; and
- Maintain other standards and services determined to be appropriate by the SAC.

4. Administrative Authority

OES is the administrative agency for the Homeless Youth and Exploitation Program. The role of OES is to work in conjunction with the SAC to manage and maintain the program. Activities include establishing policies dealing with the operation and direction of the program, providing staff support to the SAC, monitoring the projects and contracts selected for funding, and evaluating the program.

5. Program Criteria

The statutory requirements for funded recipients include the following:

Government Code Section 11139.3 (e)

A “Homeless Youth” means either of the following:

- a. A person who is at least 18 years of age, but not older than 24 years of age, and meets one of the following conditions: (i) is homeless or at risk of becoming homeless; (ii) is no longer eligible for foster care on the basis of age; (iii) has run away from home.
- b. A person who is less than 18 years of age who is emancipated pursuant to Part 6 (commencing with Section 7000) of Division 1 of the Family Code and who is homeless or at risk of becoming homeless.

Penal Code Section 13837 Requirements

1. Provide in-person counseling and referral services during normal business hours.

The SAC has defined normal business hours to mean:

- a. Offices must be open to the public Monday through Friday for a continuous eight-hour period occurring between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closed during the lunch hour.

This means the office may be open: (a) 9 a.m. to 5 p.m. as long as it is not closed during the lunch hour; (b) 8 a.m. to 5 p.m. and closed completely from 12 p.m. to 1 p.m.; or (c) 8:30 a.m. to 5 p.m. and closed for ½ hour lunch.

- b. Offices must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients, or members of the public during their established business hours.
 - c. Offices with a full-time office worker/secretary/clerical position must have staff in their office at all times during their business hours.
2. Maintain other standards and services determined to be appropriate by the SAC pursuant to Penal Code Section 13837 as grant conditions.

The SAC has mandated the following services standards:

- a. Provide in-person counseling;
 - b. Provide group counseling/discussions;
 - c. Provide temporary safe shelter;
 - d. Provide training on independent living skills and survival skills; and
 - e. Provide access to or referrals to other services as appropriate.
3. Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment state funds appropriated for this program, and make every attempt to qualify for federal funding. (This means projects must actively seek alternative sources of funding and use the funds in a cost-effective manner.)
4. Maintain quarterly and final fiscal progress reports as prescribed by OES.

Penal Code Section 13837 Restrictions

- 1. Funds appropriated under this program shall not supplant local funds would be made available in the absence of state funds.
- 2. Priority must be given to centers that operate in proximity to medical treatment facilities.

(Proximity is defined by OES as having a formal referral system with the nearest general acute care hospital. An Operational Agreement (OA)/Memorandum of Understanding (MOU) must be secured to satisfy this requirement.)

- 3. State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program.

Welfare and Institutions Code Section 13703 Requirements

- 1. Projects must demonstrate the ability to provide each of the services described in Section 13701, either directly or under subcontract with a competent provider.

Welfare and Institutions Code Section 13701 requires each project to provide the following services:

- a. Food and access to overnight shelter;
- b. Counseling to address immediate emotional crises or problems;

- c. Outreach services to locate homeless youth and link them with services and drop-in facilities to make the services accessible to the street population;
 - d. Screening for basic health needs and referral to public and private agencies for health care;
 - e. Linkage to other services offered by public and private agencies;
 - f. Long-term stabilization planning so the youth may return home under circumstances favoring long-term reunification with the family, or so the youth can be suitably placed in a situation outside the family when family reunification is not possible; and
 - g. Follow up services to ensure the return to the family or the placement outside the family is stable.
2. Projects must demonstrate their ability to work with other public or private agencies which are youth service providers.

To satisfy this requirement OES requires a current OA/MOU with, at a minimum, the California Coalition for Youth (CCY), the California Workforce Investment Board's State or Local Youth Council, local law enforcement agencies, social service agencies, court services, city and county social service departments, mental health providers, and public and private dental, medical, and health treatment agencies, and victim/witness centers serving runaway and homeless youth and sexually exploited youth.

6. Programmatic Requirements for Funded Recipients

Provision of Services

Required services must be provided directly by the recipient or sub-contractors for specific services. In measuring the services provided to homeless and sexually exploited youth under this program, only the services provided by the recipient or sub-contractors should be included.

OAs/MOUs shall be developed and maintained between the recipient and the referral agencies. OAs/MOUs must clearly delineate the expectations and services of the parties involved.

Mandated Objectives

The Homeless Youth and Exploitation Program encompasses the requirements of Welfare and Institutions Code Section 13700 et seq. and Penal Code Section 13837.

a. Provide Outreach Services

Recipient must provide outreach services to locate homeless youth and link them with services and drop-in facilities to make services accessible to the street population. Outreach is defined as efforts to locate homeless youth as measured by the number of youth contacted on the street. All reasonable efforts should be made to ensure this is an unduplicated measurement; each homeless youth should only be counted once.

b. Provide Food

Recipient must provide food and meals to homeless youth. This objective is to be measured by the number of meals provided to homeless youth.

c. Provide Temporary Safe Shelter

Recipient must provide shelter services to homeless youth. This objective refers to the number of homeless youth who will utilize emergency shelter services. It also includes the number of homeless youth who will be placed in medium to long-term shelter facilities, which provide more structure and independent living arrangements such as subsidized apartments and transitional housing. This objective is to be measured by the number of homeless youth who will receive temporary safe shelter. This should be an unduplicated measurement; each homeless youth should only be counted once regardless of the number of nights the youth stays at the shelter.

d. Provide In-Person Counseling

Recipient must provide in-person counseling to include immediate crisis counseling to address homeless youth's immediate crises or problems. Crisis counseling refers to in-person crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. Recipient must also provide on-going in-person counseling to homeless youth in need of this service. This can include professional psychological and/or psychiatric treatment, drug abuse counseling, or other type of individual counseling sessions as appropriate. This objective is to be measured by the number of homeless youth who receive either in-person crisis counseling or on-going counseling. This should be an unduplicated measurement; each homeless youth should be counted only once regardless of the number of sessions attended.

In addition, recipient must provide in-person counseling to sexually exploited youth to include on-going therapy to help the youth overcome issues due to the sexual exploitation as well as other mental health issues. Therapy refers to intensive professional psychological and/or psychiatric treatment for youth, which should also be aimed at providing emotional support.

A youth is sexually exploited if the youth has engaged in survival sex, and is a male or female up to age 18 who exchanges sexual favors for money or other payment to include trading sexual favors for shelter, clothing, or other goods and services. Also included is the youth involved in commercial exploitation such as stripping and pornography.

This objective is to be measured by the number of sexually exploited youth who receive in-person on-going counseling. To determine if a youth meets eligibility criterion for being sexually exploited, the counselor/case manager must document in the case file the reason as to why the counselor/case manager believes the youth has been sexually exploited. The number should be an unduplicated measurement; each sexually exploited youth should be counted only once regardless of the number of sessions attended.

e. Provide Group Counseling/Discussions

Recipient must hold groups to discuss issues of relevance and importance to homeless youth. Group counseling/discussions refers to the coordination and provisions of supportive group activities and includes, but not limited to: self-help, peer, and social support. Topics discussed during the groups must also include: drug abuse, pregnancy, and sexually transmitted diseases. This objective is to be measured by the number of homeless youth who participate in these groups. This should be an unduplicated

measurement; each homeless youth should only be counted once regardless of the number of groups attended.

f. Provide Basic Health Care

Recipient must be able to provide basic medical services to homeless youth. At a minimum this must include: basic medical services, HIV tests, pregnancy tests, and dental services. Recipient should also provide accompaniment services when appropriate or follow-up to ensure the youth accesses the services. This objective is to be measured by the number of homeless youth who receive any type of medical services or a referral for medical services. This should be an unduplicated measurement; each homeless youth should be counted once regardless of the number of services received.

g. Provide Long-term Stabilization Planning

Recipient must be able to provide a homeless youth with long-term stabilization planning to help him/her exit street life. Long-term stabilization planning includes planning so the youth may return home under circumstances favoring long-term reunification with the family, or planning so the youth can be suitably placed in a situation outside the family when family reunification is not possible. Activities under this objective may include: providing counseling services to the youth and the parents or guardians to resolve the issues so the youth can return home, or developing an individualized plan to help the youth prepare for emancipation. This objective is to be measured by: (a) the number of homeless youth who will be provided assistance in reunifying with their parents or guardians; and (b) the number of homeless youth who will be provided a stabilization plan when reunification is not practical. This should be an unduplicated measurement; each youth should only be counted once regardless of the number of activities attended.

h. Provide Training on Independent Living Skills and Survival Skills

Recipient must be able to help homeless youth prepare for a lifestyle off the streets. This objective refers to the training and educational services provided to the youth to help him/her exit the street. At a minimum, activities under this objective must include: employment training, educational services to aid youth in obtaining a high school diploma or GED certificate, household management skills, and personal health education. This objective is to be measured by the number of homeless youth who participate in one of the activities under this objective. This should be an unduplicated measurement; each youth should only be counted once regardless of the number of activities attended.

i. Provide Access to or Referrals to Other Services as Appropriate

Recipient must have a referral system established with other private and public agencies providing services appropriate for homeless youth. At a minimum, this referral system must include coordination with health/medical and/or dental services, law enforcement agencies, social service agencies, court services, and mental health services. Recipient should also provide accompaniment services and follow-up services to ensure the youth followed through with the referral. This objective is to be measured by the number of homeless youth provided with a referral. This should be an unduplicated measurement; each youth should only be counted once regardless of the number of referrals received.

j. Follow-up Services

Recipient must provide follow-up services to ensure the return of the youth to the family or the placement outside the family is stable. Follow-up refers to in-person contacts, telephone contacts, and written communications with the youth. This objective is to be measured by: (a) the number of homeless youth who are provided with follow-up services upon reunification with the family; and (b) the number of homeless youth who are provided with follow-up services upon placement outside the family. This should be an unduplicated measurement; each youth should only be counted once regardless of the number of services received.

Paid Staff and Volunteers

A criminal record check must be performed on paid staff and volunteers working with youth under the age of 18 receiving services. This check must be done before the staff and/or volunteers begin face-to-face contact with the youth receiving services. Paid staff and volunteers must meet the following criteria:

- Complete a formal application which includes three references checked by program staff;
- Agree, in writing, to a criminal records check, and complete the check prior to providing services to youth;
- Receive a minimum of 40 hours of formalized training on the issues of homeless and exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, and child abuse reporting law;
- Comply with Penal Code Section 11165 regarding mandated reporters; and
- Be supervised by the paid staff of the project.

G. PREPARING AN APPLICATION

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HOMELESS YOUTH AND EXPLOITATION PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The recipient must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

Please Note: A progress report must be submitted to the HX Program Specialist by the due date. Please see the most updated copy of the progress report found as *Attachment A*.

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the recipient to implement the plan.

1. Problem Statement

Please update the problem statement, specifically to current issues.

2. Plan and Implementation

Plan: Please update this section. Below are the mandated objectives which must be addressed.

Implementation: Please update this section explaining how the plan and mandated objectives will be accomplished.

Objectives and Activities: For each objective, provide a quantified estimate of the services to be provided, discuss the manner in which those services will be provided, and the activities to be performed to support those services. The information provided for each objective must describe the source documentation collected and maintained to measure results and demonstrate proof of successful objective measurement (source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives, e.g., intake logs, client files, progress notes, attendance rosters, sign-in sheets, etc.).

The mandated objectives for this grant are:

Objective A: Provide outreach services.

Objective B: Provide food.

Objective C: Provide temporary safe shelter.

Objective D: Provide in-person counseling.

Objective E: Provide group counseling/discussions.

Objective F: Provide basic health care.

Objective G: Provide long-term stabilization planning.

Objective H: Provide training on independent living skills and survival skills.

Objective I: Provide access to or referrals to other services as appropriate.

Objective J: Provide follow-up services.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the recipient will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The recipient may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the recipient should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the recipient to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the recipient to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The recipient should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

For the purposes of this RFA, each recipient should prepare its budget in accordance with the following funding chart:

Recipient Name	Funding Source	Amount	Total Project Cost
Children's Hospital – Los Angeles	State General Fund	\$237,959	\$418,334
	State Victim/Witness Assistance Fund	\$180,375	
Larkin Street Youth Services	State General Fund	\$158,041	\$338,416
	State Victim/Witness Assistance Fund	\$180,375	
San Diego Youth & Community Services, Inc.	State Victim/Witness Assistance Fund	\$180,375	\$180,375
Bill Wilson Center	State Victim/Witness Assistance Fund	\$180,375	\$180,375
TOTAL FUNDING:			\$1,117,500

1. **Budget Narrative**

The recipient is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the recipient's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) **Salaries**

Personal services include services performed by project staff directly employed by the recipient and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the

recipient's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the recipient must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The recipient may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the recipient.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the recipient, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the recipient must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the recipient to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. Send a copy with the application and keep the originals on file. This document must demonstrate a formal system of networking and coordination with other agencies and the recipient. A sample OA is provided in Recipient Handbook, Appendices, and Forms ([FORMS](#)).*
- Additional Signature Authorization
- Project Summary
- Noncompetitive Bid Request
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
- Project Service Area Information

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HOMELESS YOUTH AND EXPLOITATION PROGRAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

3. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

4. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting “*Recipient Handbook, Appendices and Forms*.” The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

1. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

2. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

4. Technical Assistance/Site Visits (RH 10300)

Funding projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement.

Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

5. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

6. Bonding Requirements (RH 2160)

Private community-based organizations (CBO) and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

7. Audit Requirements (RH 8100)

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

8. Copyrights, Rights in Data, and Patents (RH 5300)

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

9. Source Documentation (RH 10111)

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to

validate project activities and achievements as pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

C. BUDGET POLICY

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov by selecting “*Recipient Handbook, Appendices and Forms.*”

1. Supplanting Prohibited (RH 1313)

Grant funds must be used to supplement existing funds for program activities and ***not replace*** funds appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

2. Project Income (RH 6610)

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. Contract and Procurement (RH 3400)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Policies (RH 6500)

There is no match requirement for the HX Program funds

5. **Travel Policies**

The following is OES' current travel policy:

a. **Selection of Travel Policy (RH 2236)**

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. **State Travel Policy (RH 2236.2)**

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 0.485 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

7. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,

- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (RH 3710.2)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

8. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by other source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

12. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

Equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the project at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

b. Computers (*RH 2340*)

1) Community-Based Organization (*RH 2242.1*)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (*RH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) Computer Purchase Justification (*RH 2341*)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (*RH 2331*)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES's program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (*RH 2240*)

a. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

b. Fundraising (*RH 2243*)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (*RH 2244*)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

d. Interest (*RH 2245*)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition (*RH 2247*)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

h. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

i. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

j. Charges, Fees and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Recipient Handbook, Appendices and Forms</i> " (FORMS)
Grant Funding Cycle	The number of years a program may be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.

Term	Definition
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at www.oes.ca.gov by selecting "Recipient Handbook, Appendices, and Forms."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.